



## **Town of Garrett Park**

Incorporated 1898

To: Mayor and Town Council  
From: Andrea Fox  
Subject: Monthly Manager's Report  
Date: December 10, 2018

### **Financial Report**

Capital and Operating budgets are at expected levels; total revenues and expenses are within projections.

At the November meeting, Councilmember Wegner asked about the status of budget line item 11.4 – Professional Fees. The budget for this line item is \$53,000. With 42% of the fiscal year completed we have spent \$46,957 Or 88% of the line item. The explanation:

The Town accountant has worked additional hours with the Mayor to make improvements to our budget reporting process: \$2,000.

We budgeted \$15,000 as an estimate for the cost of the Town Manager Search. The actual cost is \$22,000, a difference of: \$7,000

We have had several occasions to use the Town Attorney's services for legal assistance which was not included in the budget: \$6,000.

Total of expenses not budgeted: \$15,000.

An adjustment will be made to the Professional Fees line item with the mid-year budget adjustment to be prepared for Council consideration at the January Town Council meeting.

### **New Building Permits**

There were no new building permits in November.

REVENUES	FY 2018			FY 2019		
	EOY ACTUAL	November	% Actual	BUDGET	November	% BUDGET
						TARGET % 41.7%
<u>1.0 Prior Year Carryover</u>	\$157,862	\$157,862		\$100,000	\$192,492	192.5%
<u>Town Receipts</u>						
<u>2.0 - Taxes &amp; Fees</u>	<u>\$1,033,284</u>	<u>\$516,923</u>	<u>50.0%</u>	<u>\$836,000</u>	<u>\$514,199</u>	<u>61.5%</u>
2.1 – Local Property Taxes	\$570,968	\$298,276	52.2%	\$520,000	\$299,762	57.6%
2.1.1 – Real Property Taxes	\$554,728	\$297,517	53.6%	\$505,000	\$298,941	59.2%
2.1.2 – Personal Property Taxes	\$15,017	\$697	4.6%	\$13,500	\$587	4.4%
2.1.3 – Penalties & Interest	\$1,219	\$62	5.1%	\$1,000	\$94	9.4%
2.1.4 – Homestead Tax Credit	\$4	\$0	0.0%	\$500	\$139	27.9%
2.2 – Local Income Taxes	\$445,901	\$210,352	47.2%	\$300,000	\$206,808	68.9%
2.3 – Other Local Taxes	\$0	\$0		\$0	\$0	
2.4 – Licenses and Permits	\$16,415	\$8,295	50.5%	\$16,000	\$7,629	47.7%
<u>3.0 - Intergovernmental Receipts</u>	<u>\$132,985</u>	<u>\$100,723</u>	<u>75.7%</u>	<u>\$113,500</u>	<u>\$78,478</u>	<u>69.1%</u>
3.1 – From State of Maryland	\$32,973	\$27,184	82.4%	\$33,500	\$30,044	89.7%
3.2 – From Montgomery County	\$100,012	\$73,539	73.5%	\$80,000	\$48,435	60.5%
<u>4.0 – Municipal Refuse Collection</u>	<u>\$120,626</u>	<u>\$65,490</u>	<u>54.3%</u>	<u>\$119,000</u>	<u>\$68,637</u>	<u>57.7%</u>
<u>5.0 - Miscellaneous Receipts</u>	<u>\$163,342</u>	<u>\$68,293</u>	<u>41.8%</u>	<u>\$166,500</u>	<u>\$75,621</u>	<u>45.4%</u>
5.1 - Investment Earnings	\$3,042	\$1,053	34.6%	\$2,000	\$2,067	103.4%
5.2 – Rents and Concessions	\$155,638	\$66,340	42.6%	\$163,500	\$70,554	43.2%
5.2.1 – Town Hall Rents	\$21,080	\$9,030	42.8%	\$25,000	\$10,995	44.0%
5.2.2 – Penn Place Rents	\$130,466	\$53,218	40.8%	\$134,000	\$55,058	41.1%
5.2.3 – Swimming Pool Assoc.	\$4,092	\$4,092	100.0%	\$4,500	\$4,501	100.0%
5.3 - Restricted Contributions	\$4,065	\$380	0.0%	\$0	\$0	0.0%
5.3.1 – Archives Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.2 – Bench Donations	\$1,295	\$0	0.0%	\$0	\$0	0.0%
5.3.3 – Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 – Gifts to Sanitation Crew	\$2,770	\$380	0.0%	\$0	\$0	0.0%
<u>5.4 – Other Receipts</u>	<u>\$597</u>	<u>\$520</u>	<u>87.1%</u>	<u>\$1,000</u>	<u>\$3,000</u>	<u>300.0%</u>
<b>Total Town Receipts:</b>	<b>\$1,450,237</b>	<b>\$751,430</b>	<b>51.8%</b>	<b>\$1,235,000</b>	<b>\$736,936</b>	<b>59.7%</b>
	\$1,608,099	\$909,292		\$1,335,000	\$929,428	69.6%
<u>6.0 – From Reserves</u>	<u>\$3,643</u>	<u>\$8,162</u>	<u>224.0%</u>	<u>\$92</u>	<u>\$92</u>	<u>100.0%</u>
<u>Financial Assistance</u>						
<u>7.0 – SRTS Project</u>				\$438,000		
7.1 - SRTS SHA Grant Mod*				\$350,000		
7.2 - 80:20 SHA Grant Share				\$88,000		
Total Financial Assistance				\$438,000		
<b>Total Revenues: *</b>	<b>\$1,611,742</b>	<b>\$917,454</b>		<b>\$1,773,092</b>	<b>\$929,520</b>	<b>52.4%</b>

\* Includes Receipt Carryover, Reserves & Grants

**TOWN OF GARRETT PARK**  
**Monthly Financial Report**

**TOWN OF GARRETT PARK**

**November 2018 Monthly Financial Report**

OPERATIONS	FY 2018			FY 2019		
	EOY ACTUAL	November	% Actual	BUDGET	Novmeber	% BUDGET
						Target % +1.7%
<b>10.0 - Personnel</b>	<b>\$388,347</b>	<b>\$157,132</b>	<b>40.5%</b>	<b>\$478,300</b>	<b>\$169,860</b>	<b>35.5%</b>
10.1 - Salaries	\$292,261	\$123,649	42.3%	\$360,000	\$127,354	35.4%
10.2 - Overtime	\$8,471	\$851	10.1%	\$15,000	\$3,740	24.9%
10.3 - Benefits	\$64,612	\$23,108	35.8%	\$75,000	\$28,683	38.2%
10.4 - Payroll Taxes, Etc.	\$23,003	\$9,524	41.4%	\$28,300	\$10,083	35.6%
10.5 - Training	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>11.0 - Town Administration</b>	<b>\$98,230</b>	<b>\$52,021</b>	<b>53.0%</b>	<b>\$120,700</b>	<b>\$80,145</b>	<b>66.4%</b>
11.2 - Gen. Admin. Expenses	\$34,572	\$15,566	45.0%	\$45,000	\$18,476	41.1%
11.2.1 - General Expenses	\$22,079	\$10,528	47.7%	\$32,000	\$13,568	42.4%
11.2.2 -Contract Office Assistant	\$12,493	\$5,038	0.0%	\$13,000	\$4,908	37.8%
11.2.3 - Contract Field Assistance	\$0	\$0	0.0%	\$0	\$0	0.0%
11.2.4 - Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 - Elected and Appointed Officials	\$7,553	\$180	2.4%	\$6,000	\$383	6.4%
11.4 - Professional Fees	\$41,714	\$22,336	53.5%	\$53,000	\$46,957	88.6%
11.5 - Insurance	\$6,861	\$6,861	100.0%	\$7,000	\$6,586	94.1%
11.6 - External Organization	\$3,117	\$2,994	96.0%	\$4,000	\$3,152	78.8%
11.7 - Town Admin. - Other	\$4,413	\$4,085	92.6%	\$5,700	\$4,591	80.5%
11.7.1 - Neighbors Helping Neighbors	\$262	\$16	0.0%	\$600	\$0	0.0%
11.7.2 - Web Hosting	\$3,885	\$3,885	0.0%	\$4,100	\$4,484	109.4%
11.7.3 - Other	\$266	\$184	69.1%	\$1,000	\$107	10.7%
<b>12.0 - Town Committees</b>	<b>\$18,212</b>	<b>\$623</b>	<b>3.4%</b>	<b>\$18,900</b>	<b>\$5,777</b>	<b>30.6%</b>
12.1 - Arboretum	\$3,304	\$0	0.0%	\$3,000	\$0	0.0%
12.2 - Archives	\$14,908	\$623	4.2%	\$15,900	\$5,777	36.3%
<b>13.0 - Infrastructure and Equipment</b>	<b>\$139,059</b>	<b>\$71,092</b>	<b>51.1%</b>	<b>\$137,000</b>	<b>\$59,247</b>	<b>43.2%</b>
13.1 - Penn Place	\$65,366	\$30,229	46.2%	\$75,000	\$30,457	40.6%
13.2 - Town Hall	\$14,895	\$6,331	42.5%	\$10,000	\$5,350	53.5%
13.3 - Maintenance Facility	\$20	\$16	79.7%	\$1,000	\$155	15.5%
13.4 - Community Center	\$2,939	\$2,365	80.5%	\$1,000	\$392	39.2%
13.5 - Trees, Parks & Grounds	\$42,554	\$27,138	63.8%	\$40,000	\$17,686	44.2%
13.6 - Equipment M&R	\$13,285	\$5,013	37.7%	\$10,000	\$5,208	52.1%
13.7 - Stormwater Drainage	\$0	\$0	0.0%	\$0	\$0	0.0%
<b>14.0 - Town Services</b>	<b>\$180,844</b>	<b>\$79,563</b>	<b>44.0%</b>	<b>\$184,000</b>	<b>\$58,672</b>	<b>31.9%</b>
14.1 - Street Cleaning and Maintenance	\$59,536	\$28,349	47.6%	\$65,000	\$16,586	25.5%
14.2 - Trash Collection	\$121,308	\$51,213	42.2%	\$119,000	\$42,085	35.4%
<b>15.0 - Debt Service, Taxes, Interest</b>	<b>\$62,358</b>	<b>\$6,579</b>	<b>10.6%</b>	<b>\$62,100</b>	<b>\$5,435</b>	<b>8.8%</b>
<b>16.0 - Expenditure of Restricted Funds</b>	<b>\$3,643</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$92</b>	<b>\$92</b>	<b>99.9%</b>
16.1 - Archives	\$0	\$0	0.0%	\$0	\$0	0.0%
16.2 - Benches	\$873	\$0	0.0%	\$92	\$92	0.0%
16.3 - Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 - Sanitation Crew Gifts	\$2,770	\$0	0.0%	\$0	\$0	0.0%
<b>17.0 - Contingency</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Operating Expenses:</b>	<b>\$890,693</b>	<b>\$367,009</b>	<b>41.2%</b>	<b>\$1,041,092</b>	<b>\$379,228</b>	<b>36.4%</b>
<b>Transfers</b>				<b>\$732,000</b>	<b>\$732,000</b>	<b>100%</b>
20.0 - To Capital Fund	\$528,557	\$528,557		\$254,000	\$254,000	
	\$524,492	\$524,492	100%	\$254,000	\$254,000	100%
20.1 - SRTS Project - Town Share				\$40,000	\$40,000	
20.2 - SRTS Financial Assistance				\$438,000	\$438,000	
				\$478,000	\$478,000	100%
21.0 - To Operating Reserve	\$0	\$0	0%	\$0	\$0	0%
20.3 - To Other Reserves	\$4,065	\$4,065	100%	\$0	\$0	0%
Total Transfers				\$732,000	\$732,000	100%
<b>Total Operating Expenses:</b>	<b>\$1,419,250</b>	<b>\$895,566</b>		<b>\$1,773,092</b>	<b>\$1,111,228</b>	
	<b>\$192,492</b>	<b>\$21,887</b>		<b>\$0</b>	<b>-\$181,708</b>	

Capital Budget

Capital Account Town Funds	Prior Years Appropriations Remaining	2019 Capital Program	Total Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds	Unexpended Capital Funds Obligated	Unobligated Capital Funds
		Current		November	November	November	November
25.0 - Equipment	\$83,648	\$0	\$83,648	\$37,998	\$45,650	\$0	\$45,650
26.0 - Streets and Roads	\$299,726	\$90,000	\$389,726	\$4,744	\$384,982	\$0	\$384,982
26.1 - Streets & Curbs	\$132,195	\$25,000	\$157,195	\$4,744	\$152,451	\$0	\$152,451
26.2 - Sidewalks	\$167,531	\$25,000	\$192,531	\$0	\$192,531	\$0	\$192,531
26.3 - SRTS Grant *	\$0	\$40,000	\$40,000	\$0	\$40,000	\$0	\$40,000
26.3.1 Town Share of 80/20 Funding *	\$0	\$22,000	\$22,000	\$0	\$22,000		
36.3.2 - Reserve	\$0	\$18,000	\$18,000	\$0	\$18,000		
27.0 - Facilities	\$142,472	\$54,000	\$196,472	\$0	\$196,472	\$0	\$196,472
27.1 - Penn Place	\$34,765	\$29,000	\$63,765	\$0	\$63,765	\$0	\$63,765
27.2 - Town Hall	\$91,450	\$25,000	\$116,450	\$0	\$116,450	\$0	\$116,450
27.3 - Other	\$16,257	\$0	\$16,257	\$0	\$16,257	\$0	\$16,257
28.0 - Services	\$170,824	\$85,000	\$255,824	\$0	\$255,824	\$0	\$255,824
28.1 - Utilities	\$39,000	\$0	\$39,000	\$0	\$39,000	\$0	\$39,000
28.2 - Storm Drains	\$131,824	\$85,000	\$216,824	\$0	\$216,824	\$0	\$216,824
29.0 - Committees	\$138,144	\$20,000	\$158,144	\$14,595	\$143,549	\$0	\$143,549
29.1 - Parks and Open Spaces	\$35,800	\$10,000	\$45,800	\$0	\$45,800	\$0	\$45,800
29.2 - Arboretum	\$102,344	\$10,000	\$112,344	\$14,595	\$97,749	\$0	\$97,749
30.0 - Technology	\$17,908	\$15,000	\$32,908	\$15,000	\$17,908	\$0	\$17,908
30.1 - Website	\$2,967	\$10,000	\$12,967	\$0	\$12,967	\$0	\$12,967
30.2 - Computer Equipment	\$10,941	\$5,000	\$15,941	\$15,000	\$941	\$0	\$941
30.3 Telephone Equipment	\$4,000	\$0	\$4,000	\$0	\$4,000	\$0	\$4,000
31.0 - Other	\$40,000	\$0	\$40,000	\$0	\$40,000	\$0	\$40,000
32.0 - Capital Planning	\$159,099	\$30,000	\$204,099	\$5,886	\$198,213	\$0	\$198,213
32.1 - Town Hall	\$30,000	\$10,000	\$40,000	\$0	\$40,000	\$0	\$40,000
32.2 - Storm Water Management	\$75,000	\$10,000	\$85,000	\$886	\$84,114	\$0	\$84,114
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000
32.4 - Development of Tree Plan	\$35,000	\$0	\$50,000	\$5,000	\$45,000	\$0	\$45,000
32.5 - Explore Maint. Facility Options	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0	\$5,000
32.6 - Other	\$4,099	\$10,000	\$14,099	\$0	\$14,099	\$0	\$14,099
33.0 - Contingency	\$40,000	\$0	\$25,000	\$0	\$25,000	\$0	\$25,000
<b>TOTAL CAPITAL ACCOUNT-Town Funds</b>	<b>\$1,091,821</b>	<b>\$294,000</b>	<b>\$1,385,821</b>	<b>\$78,224</b>	<b>\$1,307,597</b>	<b>\$0</b>	<b>\$1,307,597</b>
<b>Capital Accounts - Financial Assistance</b>							
34.0 SRTS Grant Project	\$393,588	\$438,000	\$831,588	\$1,435	\$830,153	\$0	\$830,153
34.1 Initial SRTS Grant (prior year)	\$393,588	\$0	\$393,588	\$1,435	\$392,153	\$0	\$392,153
34.2 SRTS Grant Mod (additional funds)	\$0	\$350,000	\$350,000	\$0	\$350,000	\$0	\$350,000
34.3 SHA Share of 80/20 Funding	\$0	\$88,000	\$88,000	\$0	\$88,000	\$0	\$88,000
<b>TOTAL Capital Account - Financial Assistance</b>	<b>\$393,588</b>	<b>\$438,000</b>	<b>\$831,588</b>	<b>\$1,435</b>	<b>\$830,153</b>	<b>\$0</b>	<b>\$830,153</b>
<b>Total Capital - Combined Accounts</b>	<b>\$1,485,409</b>	<b>\$732,000</b>	<b>\$2,217,409</b>	<b>\$79,659</b>	<b>\$2,137,750</b>	<b>\$0</b>	<b>\$2,137,750</b>

**SRTS Expenditures / Funding**

SHA Financial Assistance	FY14	FY17	FY18	FY19	TO DATE
SRTS SHA Grant	\$561,286				\$561,286
MOD 3			\$350,000		\$350,000
20/80				\$110,000	\$110,000
<b>SRTS SHA Grant Balance</b>					<b>\$1,021,286</b>
<b>Expenditures</b>		\$140,213	\$27,485		\$167,698
<b>Balance</b>					<b>\$853,588</b>

**7.0 - SRTS Project**

7.1 - SRTS SHA Grant Mod*	\$350,000	Anticipate Aug 2017 justification to cover increase costs and 107K from Century Eng
7.2 - 80:20 SHA Grant Share*	\$88,000	%80 share of est Total \$110K grant from SHA - will need MOU

**20.0 - To Capital Fund**

20.1 - SRTS Project-Town Share	\$40,000	\$40K Prior Year Carryover to cover \$22K for 20% share of est Total \$110K from SHA
20.2 - SRTS Financial Assistance	\$438,000	\$350K + \$80K (80% share of est Total \$110K from SHA)

**34.0 - SRTS Grant Project**

34.1 - Initial SRTS Grant (Prior Year Balance)	\$393,588	Funds remaining from initial \$561K Grant \$107 K for Century Eng was previously expended SHA approved - need to sign MOD
34.2 - SRTS Grant Mod (Additional Funding)	\$350,000	Amount provided also recovers \$107K costs paid to Century Eng.
34.3 - SHA Share of 80/20 Funding	\$88,000	80% share of est Total \$110K grant from SHA - will need MOU

<b>TOTAL Capital Account - Financial Assistance</b>	<b>\$831,588</b>	Anticipate full reimb. from SHA
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**Reserve Fund Summary****As of November 2018**

Operating Reserve, FY 2018	\$175,000
Employee Leave Reserve, FY 2018	\$21,885
Yeandle Park Reserve, FY 2018	\$50,000
Penn Place Tenants Security Deposits	\$4,948
Archives Balance	\$529
Bench Balance	\$330
Tree Balance	\$860
Sanitation Crew Balance	\$0
Wynne Case Reimbursement	\$33,879
	<b>\$287,431</b>



Town of Garrett Park Funding Reconciliation  
11/30/18

<b>FY 18 EOY Funds balances</b>		
Sandy Spring	\$292,961	
M & T	\$600,092	
MC pooled	\$16,498	
Harbor	\$172,209	
Eagle Bank	\$248,682	
CapOne	\$251,806	
PayPal	\$1,660	
Petty Cash	\$125	
FY 18 EOY total funds	<u>\$1,584,033</u>	\$1,584,033
FY 18 Revenues accrued but not received	\$19,251	
FY 18 Expenses accrued but not disbursed	(\$55,459)	
Adjusted FY 18 EOY balance		<u>\$1,547,825</u>
FY 19 YTD Income	\$736,936	
FY 19 YTD Operating expenditures	\$379,228	
FY 19 YTD Capital expenditures	\$79,659	
FY 19 YTD budget balance	<u>\$278,049</u>	\$278,049
FY 19 YTD expenses accrued but not disbursed		\$20,633
FY 19 YTD revenues accrued but not received		\$0
Calculated YTD FY 19 funds balance		<u>\$1,846,507</u>

<b>Funds balances</b>		
Sandy Spring	\$526,872	
Sandy Spring Savings	\$26,007	
M&T	\$600,390	
MC	\$16,581	
Harbor	\$172,376	
Eagle Bank Savings	\$249,907	
Capital One	\$252,055	
PayPal	\$2,194	
Petty cash	\$126	
Actual YTD FY 19 funds balance	<u>\$1,846,507</u>	\$1,846,507

FY 19 YTD expenses accrued

Accounts Payable	342 *
Payroll Liabilities	0
Prepaid expense	1,250
Charge Card Payable	19,041 **
Uncleared Checks	<u>20,633</u>

Grant Disbursement

FY 19 YTD revenues accrued

Accounts Receivable	****
Uncleared Deposits	<u>0</u>

\* Accounts Payable 11/30/18

Lincoln National	-118
Verizon Fios	130
WAshtington Gas	330

342

\*\*UnCleared Checks

David Gregg	7500
Mont County Health	3149
WSSC	2799
Clark/Azar	1435
Comp of Treasury	1095
Island Joe	838
USBank	569
Garrett	561
Century Elevator	473
Verizon 7488	229
Wash Gas	148
Lincoln National	118
Maxwell	50
Verizon 3050	35
Wash Gas	21
WAsht Gas	21
	<u>19,041</u>